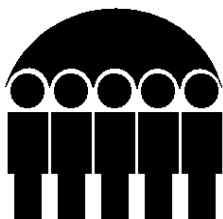


January 6, 2006

Employees' Manual  
Title 24  
Chapter B Appendix

# GENERAL SERVICES APPENDIX



Iowa  
Department  
of  
Human Services

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## **Miscellaneous Forms**

### Purpose

The following miscellaneous forms are self explanatory.

- ◆ *Transmittal Slip, 470-0054*
- ◆ *Letterhead, 470-0848*
- ◆ *Interoffice Memo, 470-0167*
- ◆ *County Check Sheet, 470-0055* (two pages)
- ◆ *County Check Sheet, 470-0056* (one page)
- ◆ *List of Local Offices, RC-0081*
- ◆ *Iowa Map, 470-0053*
- ◆ *Facsimile Cover Sheet, 470-2568*

### Supply

Form 470-0054, *Transmittal Slip*, may be ordered from Iowa Prison Industries, at Anamosa. All other forms may be ordered through the Division of Fiscal Management, Bureau of Purchasing, Payments, and Receipts.

**How To Handle Suspicious Mail (Letters and Packages), Form Comm. 247**

Purpose	To provide a quick reference to mail handling personnel for identification of suspicious mail and what to do with it.
Supply	It is recommended that each office modify this poster to include local contact information and post it wherever mail handling personnel are located.

**Courier Manifest, Form 470-2735**

Purpose	This form is used to record the number of bags sent to each DHS office by the overnight courier service.
Supply	The form is used exclusively by the DAS-GSE Hoover Mail Room and is provided to DAS-GSE by the Division of Purchasing, Payments and Receipts.

**Printing Request, Form 470-0975**

Purpose	This form is used to request printing through the Bureau of Purchasing, Payments and Receipts.
Supply	The form is available on Outlook.
Completion	Complete one copy and attach to the original document to be printed.
Distribution	Deliver the Printing Request and original document to be printed to the Printing Coordinator (281-6201) in the Bureau of Purchasing, Payments and Receipts.
Data	The form is self explanatory.

| [\*\*Your DHS Mail Guide, Comm. 246\*\*](#)

Purpose	<i>Your DHS Mail Guide</i> provides a quick reference to employees when deciding how to address mail for local offices and central office.
Supply	This guide can be printed from the on-line manual or photocopied from the paper sample.



# STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR  
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

January 6, 2006

## GENERAL LETTER NO. 24-B-AP-5

ISSUED BY: Bureau of Purchasing, Payments and Receipts  
Division of Fiscal Management

SUBJECT: Employees' Manual, Title 24, Chapter B, **GENERAL SERVICES APPENDIX**, Title page, revised; Contents (page 1), revised; page 1, revised; pages 2 through 4, new; and the following forms:

470-0054	<i>Transmittal Slip</i> , revised
470-0848	<i>Letterhead</i> , revised
470-0167	<i>Interoffice Memo</i> , revised
470-0055	<i>County Check sheet (2 pages)</i> , revised
470-0056	<i>County Check sheet (1 page)</i> , revised
RC-0081	<i>List of Local Offices</i> , new
470-0053	<i>Iowa Map</i> , revised
470-2568	<i>Facsimile Cover Sheet</i> , new
Comm. 247	<i>How to Handle Suspicious Mail (Letters and Packages)</i> , new
470-2735	<i>Courier Manifest</i> , new
470-0975	<i>Printing Request</i> , new

## Summary

This chapter is revised to:

- ◆ Update this chapter and change the format into the new manual format.
- ◆ Remove the following forms which are obsolete:
  - *Department of Social Services Logo Notepad*
  - *Adm 4101-0, Department of Social Services Message*
  - *Adm 4109-0, Program Schedule*
  - *Adm 4110-0, Route Sheet*
  - *Adm 4111-0, Telephone Notation*
  - *Adm 4301-0, Instruction Sheet*
  - *Things to Do Today Notepad*

## Effective Date

Immediately.



### **Material Superseded**

Remove the following pages from Employees' Manual, Title 24, Chapter B, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Title page	August 14, 1979
Contents (p. 1)	May 6, 1980
1	May 4, 1982
Adm-4103-0	1-74
Department of Social Services Letterhead	No date
Department of Social Services Interoffice Memo	No date
Department of Social Services Logo Notepad	No date
Adm 4101-0	4-75
Adm 4104-0	12-73
Adm 4106-0	12-73
Adm-4102-0	No date
Adm-4109-0	11/20/73
Adm 4110-0	12/74
Adm-4111-0	5/80
Adm-4301-0	5/80
Things to Do Today Notepad	No date

### **Additional Information**

Refer questions about this general letter to your service area manager.



# STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR  
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

February 17, 2006

## GENERAL LETTER NO. 24-B-AP-6

ISSUED BY: Bureau of Purchasing, Payments and Receipts  
Division of Fiscal Management

SUBJECT: Employees' Manual, Title 24, Chapter B, **GENERAL SERVICES APPENDIX**,  
RC-0081, *List of Local Offices*, revised.

### Summary

Reference Card RC-0081 is revised to correct errors.

### Effective Date

Immediately.

### Material Superseded

Remove RC-0081, dated 1/06, from Employees' Manual, Title 24, Chapter B, Appendix, and destroy it.

### Additional Information

Refer questions about this general letter to your service area manager.



# STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR  
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

April 21, 2006

## GENERAL LETTER NO. 24-B-AP-7

ISSUED BY: Bureau of Purchasing, Payments and Receipts  
Division of Fiscal Management

SUBJECT: Employees' Manual, Title 24, Chapter B, **GENERAL SERVICES APPENDIX**,  
Contents (page 1), revised; page 5, new; and Comm. 246, *DHS Mail Guide*,  
new.

### Summary

This chapter is revised to add Comm. 246, *DHS Mail Guide*. This guide provides a quick reference for Department employees when mailing items to local offices and to central office.

### Effective Date

Upon receipt.

### Material Superseded

Remove from Employees' Manual, Title 24, Chapter B, Appendix, Contents (page 1), dated January 6, 2006, and destroy it.

### Additional Information

Refer questions about this general letter to your service area manager.



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

March 16, 2007

## GENERAL LETTER NO. 24-B-AP-8

ISSUED BY: Bureau of Purchasing, Payments and Receipts  
Division of Fiscal Management

SUBJECT: Employees' Manual, Title 24, Chapter B, **GENERAL SERVICES APPENDIX**,  
Contents (page 1), revised; page 5, revised; and Comm. 246, *Your DHS Mail  
Guide*, revised.

### Summary

This chapter is revised to update the name and contents of Comm. 246, *Your DHS Mail Guide*.  
This guide provides a quick reference for Department employees when mailing items to local  
offices and to central office.

### Effective Date

Upon receipt.

### Material Superseded

Remove the following pages from Employees' Manual, Title 24, Chapter B, Appendix, and  
destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	April 21, 2006
Comm. 246	3/06
5	April 21, 2006

### Additional Information

Refer questions about this general letter to your service area manager.



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
EUGENE I. GESSOW, DIRECTOR

October 24, 2008

## GENERAL LETTER NO. 24-B-AP-9

ISSUED BY: Bureau of Purchasing, Payments and Receipts,  
Division of Fiscal Management

SUBJECT: Management Manual, Title 24, Chapter B, **GENERAL SERVICES**  
**APPENDIX**, the following forms:

470-0848 *Letterhead*, revised  
470-0975 *Printing Request*, revised

### Summary

This chapter is revised to:

- ◆ Update form 470-0848, *Letterhead*, to reflect the Department's current Director.
- ◆ Update form 470-0975, *Printing Request*, to remove object code 2320 from the form. The form now allows the user to enter an object code for federal projects only. "Organization" and "Sub-Org" fields are renamed "Unit" and "Sub-Unit" to correspond with State Accounting Enterprise changes.

### Effective Date

Upon receipt.

### Material Superseded

Remove the following forms from the Management Manual, Title 24, Chapter B, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
470-0848	No date
470-0975	12/05

**Additional Information**

A template for the letterhead is available on the DHS network at: hoovr3S1 / Policy.771 / Rules / help for rule & manual writing / templates.

Forms on letterhead are being updated as systems programming permits.

Refer questions about this general letter to your income maintenance administrator, service area manager, or your regional collections administrator.